

FM066 Budget Operating Plan

Program Codes - It has been discovered that there are some BOP records where the Program Code on the Budget Control does not match the Program Code of the Allotment Pool selected on the Budget Detail screen. We think that this is caused when prior to the BOP being "Requester Approved", the user changes the program code on the Budget Control screen and does not re-select the allotment pools on the Budget Detail screen. An Activity Request has been submitted to correct this problem, but will not be available for a few months. When approving BOPs, approvers should review each of the detail lines to ensure that the pool selected on the Budget Detail screen matches the program on the Budget Control screen. We have not been able to determine all of the problems that this may cause, but we have found one instance in which it caused a Line Office allotment pool problem for a BOP that was transferring funds to another Line Office. We will send a printout listing the BOPs where the Program Code on the Budget Control does not match the Program Code on the Budget Detail. You may want to refer to this list if you are experiencing allotment pool problems.

Copy to Detail - Many users when making a change to reduce their original plan are receiving an error message "Warning. Insufficient funds available in allotment pool". When creating a negative adjustment, the preferred method is to navigate to the Summary by Detail screen, highlight the detail line from which the reduction is to be taken and click on the Copy to Detail button. This function will copy the line to the Budget Detail screen, then the appropriate amount can be changed in the Amount field. You should not receive an error message when using this method.

Realigning Object Classes - If an allotment pool has been drawn down to zero and a user must realign between object classes, the system does not automatically select the pool for the (+) positive side in the realignment. Follow these steps to make the adjustment:

1. You must copy the (-) negative line from the Summary Detail screen and the pool is automatically generated based on the previous plans approved by the Line Office.
2. The (+) positive detail line can be typed, and then manually select the Pool button (>).
3. Once in the Available Pools for BOP with Positive Amount screen, select the radio button Zero Balance to access the pool that has been exhausted.
4. Select the pool. Once the detail line is completed, the pool selected will display a zero.

This should allow the BOP to be approved.

Summary by Detail and Summary by Object Class screens -

1. These screens do not reflect change BOPs that have not been approved by your Line Office. Therefore, it may appear that the plan still has sufficient funding available when creating a (-) negative detail line on the BOP. In reality the funds may have been reserved by BOPs that have been Requester Approved but not Document Approved (LO Approved).
2. Also these screens are populated based on the Effective Date, not the Budget Month. When making adjustments that reference Effective Dates in previous quarters, these screens display the adjustment in the quarter associated with the Effective Date. For example, a user needs to make an adjustment to a BOP with an effective date of 01-APR-2003 during the 4th Quarter. In this scenario, if the user records the adjustment in the 4th quarter on the Budget Control screen and references an 01-APR-2003 (3rd Qtr) effective date on the Budget Detail screen, the system will not allow requester approval, because the quarters must match on the Budget Control and Detail screens. Therefore, the user must either record the adjustment in the 3rd quarter on the Budget Control screen or populate the Total Amount field. Note that when the user refers to the Summary by Detail and Object Class screens, the adjustment will be displayed in the 3rd quarter even though the change is physically taking place during the 4th quarter.

In this situation, we recommend that you populate the Total field, instead of a Quarter field for the BOP amount on the Budget Control screen.

FM166 - Budget Operating Report

This report has not been formatted to print portrait.

Data Warehouse

NOA118 - A few weeks ago, it was discovered that the NOA118 did not pick up budget plans that were entered in the BOP as object class 1100. The majority of LOs did not want the NOA118 Report changed to pick up the 1100 object class. Therefore, if the plans were to be reflected on the NOA118, adjustment BOPs needed to be done to realign the amount from 1100 to 111x. Because of funds control, some users were not able to realign the plan from object 1100 to 1110 because obligations had already occurred. At this time, there is nothing that can be done to correctly reflect the plan in the NOA118. I have requested that any BOPs with an object class of less than 1110 be displayed under the 00-00 object class on the report. This change will not be available until next fiscal year.